



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, VI 00820-4353**



TECHNICIAN VACANCY ANNOUNCEMENT # 12-008

Position Title: Program Assistant

Open Date: 20 December 2011

Closing Date: 23 January 2012

Series/Grade: GS-0344-07

Salary Range: \$37,187 to \$48,346 (plus Cola of 17.23%)

Type of Appointment: Excepted

Military Grade Required: E-4 to E-7

Compatible MOS: 14T/J, 88L/P, 91A, 92A/F/Y/Z; CMF: 91, 94

Duty Location: Combine Surface Maintenance Shop

Selecting Official: LTC Jesus Poupart

Area of Consideration: Virgin Islands Army and Air National Guard Members

Virgin Islands Air National Guard member must be eligible to acquire membership in the Virgin Islands Army National Guard in an available and compatible military grade for the excepted technician position.

Position Duties

This position is located in the Combined Surface Maintenance Shop. The purpose of this position is to analyze status reports to identify equipment readiness trends; coordinate with unit members to identify equipment readiness inhibitors, contributing factors, and remedial actions; distribute equipment obtained through the supply system; and coordinate and provide training on new equipment status reporting systems. Responsible for the Surface Equipment Material Readiness program and the statewide Surface Maintenance Training program. Analyzes readiness reports and Modified Table of Organization and Equipment (MTOE's) to identify readiness trends, causes of low Equipment Status (ES), key equipment shortages, and equipment requiring redistribution to improve equipment systems status and overall reporting. Coordinates with staff members, administrative officers, and unit commanders to identify equipment readiness inhibitors, contributing factors, remedial actions and makes recommendations, as required. Prioritizes the distribution of equipment to be obtained from the wholesale supply system. Coordinates new equipment training, and other training required for surface maintenance technicians. Serves as a recognized authority for material readiness reporting. Performs other duties as assigned.

Qualification Requirements

General Experience: Experience, education or training involving administrative or clerical experience (i.e., applying guidelines, rules and regulations to assignments, composing correspondence, researching and compiling information and data, and records administration). Experience using computer and automation systems.

Specialized Experience: Must have at least 12 months experience, education or training evaluating and determining regulatory compliance. Experience using guidelines, methods, precedents and techniques applicable to the specific programs or phases relative to the position. Experience conducting studies, preparing reports, and making changes to eliminate ineffective operations.

Knowledge, Skills and Abilities (KSAs): Applicants who meet the eligibility requirements will be further evaluated by the Selecting Official based on the following KSAs considered essential to perform the duties and responsibilities of this position:

- Practical knowledge of maintenance operations and material readiness programs to analyze reports and identify readiness trends; to coordinate with unit members on identifying readiness inhibitors and their contributing factors and to explore and remedial actions; and identify key equipment that will improve unit readiness.
- Practical knowledge of the purposes, methods, and techniques of programs analysis to resolve equipment shortage problems and assist units in achieving Full Mission Capable (FMC) goals.
- Extensive knowledge of information analysis techniques to analyze maintenance reports. Knowledge of MIS subsystems to prepare maintenance information retrieval and develops local file maintenance procedures and concepts.
- Practical knowledge of training techniques and the ability to prepare lesson plans and conduct unit training on the equipment readiness program and reporting systems.

Condition of Employment

1. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).
2. Wear of military uniform.
3. Security clearance must be obtainable if required.
4. Enrollment in Electric Fund Transfer (EFT).
5. Failure to complete NGB prescribed course at the National Guard Professional Education Center (PEC) within the first year of employment as required by this position may be cause for reassignment to another full-time position or termination unless there are extenuating circumstances that preclude the full-time member from course attendance.

Application Instructions

Describe in detail your military and civilian experience (paid or unpaid), training and education to include degrees and transcripts. Include job titles, starting and ending dates of related experience which should include a month and year (e.g. January 2008-Present). You should also include your military grade, unit of assignment, and MOS.

You application package **must** have these documents to be considered:

Optional Form 612 **or** Resume
Non-flagging Memorandum


Deliver or mail your complete application to:

Virgin Islands National Guard
Joint Force Headquarters
ATTN: HRO - SSG Zera J. Louis
4031 La Grande Princess Lot 1B
Christiansted, VI 00820-4353

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

Application package must be delivered or post marked by the closing date of this announcement to be considered. Business hours are Monday to Friday, 0800 to 1700 hours. All applications will be retained for our records. No binders please.



KAITA. SCHLANG
LTC, GS
Human Resources Officer

. . . .

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

INSTRUCTIONS FOR COMPLETING A RESUME

The Federal government does not require a standard application form for most jobs, but need certain information to evaluate your qualifications. Your application or resume speaks for you. You will lose consideration for a job if your resume or application form does not provide ALL the information requested. The following is mandatory information that must be provided in order for agencies to make employment decisions.

A. JOB INFORMATION

- (1) Announcement number, title, and grade of the job you are applying for.

B. PERSONAL INFORMATION

- (1) Full name, mailing address and a telephone number.

C. EDUCATION

- (1) High School – where and when (date) you earned diploma or GED.
- (2) College – where, when (date), majors and if no degree show credit hours earned indicating if semester or quarter hours.

D. WORK EXPERIENCE – Give the following for each paid or non-paid work experience related to the job your are applying for (do not submit job descriptions).

- (1) Job title, series, and grade if you occupy a Federal job.
- (2) Duties to include additional duties and accomplishments.
- (3) Employers name and address.
- (4) Supervisor's name and telephone number.
- (5) Starting and ending dates including month and year.
- (6) Hours worked per week and salary.
- (7) Indicate if we may contact your current supervisor.

E. OTHER QUALIFICATIONS

- (1) Job related skills, for example, computer software/hardware, tools, machinery, other languages, typing speed.
- (2) Current job related licenses.
- (3) Job related honors, awards, and special accomplishments, for example publications, memberships in professional or honorary societies, public speaking, leadership, activities, and performance awards (give dates, but do not send copies).
- (4) Job related training courses (title and dates).

F. CERTIFICATION:

- (1) **Applicants must sign their resume certifying to the accuracy of all information provided.**